

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**CORRECTIONS ADMINISTRATIVE SPECIALIST-CONFIDENTIAL**

**I. INTRODUCTION**

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future professional positions located at the Department of Corrections or the Department of Health and Family Services, Wisconsin Resource Center, which function as Corrections Administrative Specialists-Confidential. This classification specification is not intended to identify every duty which may be assigned to positions but is intended to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definitions of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work to facilitate the assignment of positions to the appropriate classification through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information.

B. Inclusions

This classification encompasses professional, confidential positions located at the Department of Corrections or the Department of Health and Family Services, Wisconsin Resource Center, which provide administrative support to central office or institution staff or programs. Positions allocated to this classification must meet the statutory definitions of professional employee and confidential, as defined in s. 111.81(15) and (7), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of professional employee and confidential, as defined in s. 111.81(15) and (7), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which meet the statutory definition of supervisor, as defined in s. 111.81(19), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.

2. Positions which are not located at the Department of Corrections or the Department of Health and Family Services, Wisconsin Resource Center.
  3. Positions which are responsible for providing a variety of clerical and paraprofessional program support activities for supervisory, professional, or administrative staff for a majority of the time, and are more appropriately classified as Program Assistant or Program Assistant-Confidential.
  4. All other positions which are more appropriately identified by other classification specifications.
- D. Entrance Into Classification

Employees typically enter positions allocated to this classification by competitive examination.

## II. DEFINITION

### **CORRECTIONS ADMINISTRATIVE SPECIALIST-CONFIDENTIAL**

This is professional, confidential work related to the provision of administrative support to central office or institution staff or programs of the Department of Corrections or the Wisconsin Resource Center. Positions allocated to this classification: (1) function as an assistant to a correctional institution warden or the single position functioning in the same capacity to the Wisconsin Resource Center superintendent, and provide a wide range of administrative and confidential support; (2) monitor and maintain the Inmate Complaint System for the Department Secretary; **OR** (3) spend the majority of time on duties which are of similar scope, impact, and complexity as the representative positions identified in this specification. Work is performed under general supervision.

#### **Representative Positions :**

Oshkosh Correctional Institution: Under the supervision of the Warden, this position provides a wide range of administrative and confidential support, including acting as the litigation coordinator for all suits filed against the institution; monitoring offender appeals to the Warden and recommending action on appeals; responding to correspondence and telephone calls from offenders, other government agencies, and the public; developing and updating institution policies and procedures required by revisions in administrative codes or internal management procedures; conducting special studies, reviews, audits, and investigations, as assigned, including e misconduct investigations; participating in labor/management meetings; maintaining the institution's public and community relations programs and services; and performing special assignments.

Wisconsin Resource Center (WRC): Under the general supervision of the Institution Superintendent, this position is responsible for providing administrative support to the Superintendent and Deputy Superintendent; functioning as the institution's coordinator for all suits filed against the WRC; maintaining the institution's public relations, media, and community relations programs; and performing special assignments. Some of these functions require the position to investigate inmate complaints and determine whether employee misconduct has occurred.

Office of the Secretary: Under the supervision of the Deputy Secretary, this position monitors and maintains the Inmate Complaint System (ICS) for the Department Secretary, including providing liaison with the Department of Justice on inmate complaint appeals; maintaining records, logs, and reports concerning the ICS; monitoring decisions made on inmate complaints and implementing decisions; providing consultation and technical information on ICS; evaluating ICS and implementing changes to improve the system; and providing administrative assistance to the Secretary and Deputy Secretary.

### **III. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

### **IV. ADMINISTRATIVE INFORMATION**

This classification was created effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to identify professional, confidential positions which provide administrative support at the Department of Corrections or the Wisconsin Resource Center. This classification replaces the Corrections Administrative Specialist 1 and 2-Confidential classifications. This classification was created in order to simplify the classification system and to expand the broadband pay system to non-represented positions.

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